## Chapter 13 Export Windows

## Overview

Seven windows allow users to export selected FASTDATA Fund Administrator (FA) module data: the Export Site Data, the Build Accounting Batch, the Rebuild Accounting Batch, the Export BUD, the Build Cost Redistributions, the Rebuild Cost Redistributions, and Export JON to STARS-FL windows.

This chapter discusses each of these windows separately. User access to the export windows is defined on the FA User Maintenance window Export access option. To access the export windows, users must have Export Access. Users with a No Access Export setting cannot open the export windows.

Use the Export Site window to export selected data to a site. Use the Build Accounting Batch window to create a file of the current FA's accounting transactions for export to the official accounting system, STARS-FL. During the build accounting batch process, suspended transactions become previously suspended transactions. The last five previous transaction batch files will be saved in the FASTDATA database.

Use the Rebuild Accounting Batch window after you have built the accounting batch file for the current FA on the Build Accounting Batch window and need to build the file again. The last five exported accounting transaction batch files are available for rebuilding.

Use the Export BUD window to create a file for export to BUD, the Naval Reserve's budget system.

Use the Build Cost Redistributions window to create a file of redistributed costs for export to STARS-FL. Use the Rebuild Cost Redistributions window after you have built the file for redistributed costs for the current FA on the Build Cost Redistributions window and need to build the file again.

Finally, use the Export JON to STARS-FL window to create a file of job order numbers (JONs) for export to STARS-FL.

To open any of the export windows, select the desired item from the **Export** submenu of the **Process** menu.



Figure 13.1 Process Menu Export Submenu

#### Restrictions

- Only users with a FA User Maintenance window Export Access level can access export windows.
- A FA User Maintenance window Export access level of No Access prevents a user from accessing the export windows.

## Export Site Window Objects

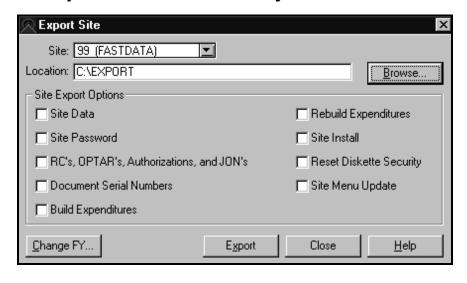


Figure 13.2 Export Site Window

#### Site

Lists the available site IDs for the current fiscal year for the selected FA. When exporting site data, you must select the site to which you are exporting data.

#### Location

Identifies the drive and folder where the export site files will reside. You must specify the **Location** when exporting site data. The name of the export file depends on the export option(s) you have selected and whether the export is for a travel site, a DOS FASTDATA site, or Windows FASTDATA site. The following tables identify export options and their corresponding file names for non-travel DOS and Windows sites (prior to FASTDATA Version 00-2 for the Windows® operating system) and for travel sites.

Non-Travel Site (DOS and pre- Windows Version 00-2) Export Option	File Name(s)
Site Data (two files)	AC20, AC30
Site Password	AC80
RCs,	AC40
OPTARs,	AC50
Authorizations, and	AC60
JONs	AC70
Document Serial Numbers	AC90
Build Expenditures	AC10
Rebuild Expenditures	AC10
Site Install	DISK.ID, GA10, GA10.IDX,
	GB10, GB10.IDX, GQ10,
	GQ10.IDX, GM10, GM10.IDX
Reset Diskette Security	AC20, AC30
Site Menu Update	GM10, GM10.IDX
Travel Site Export Option	File Name(s)
Site Data	FDDSITET.DBF
RCs,	FDDSYST.DBF
OPTARs,	FDDOPTT.DBF
Authorizations, and	FDDAUTHT.DBF
JONs	FDDJOBT.DBF
Build Expenditures	EXPDOWN.DBF
Rebuild Expenditures	EXPDOWN.DBF

If you are exporting data for a FASTDATA non-travel site and you and your site(s) are using FASTDATA Version 00-2 or later for the Windows® operating system, the application will generate a single file with an **MPX** extension.

#### **Browse**

Opens the Select Path window, allowing you to locate the desired drive and folder for the export file.

## **Site Export Options**

To export site data, you must select at least one **Site Export Option**.

#### **Site Data**

Controls whether the export action will export basic site information, such as the site ID and description.

#### **Site Password**

Controls whether the export action will export site user IDs and the security access settings associated with each (as defined on the Site User Maintenance window).

## RC's, OPTAR's, Authorizations, and JON's

Controls whether the export action will export responsibility centers (RCs), operating targets (OPTARs), authorizations, and job order numbers (JONs) for the selected site.

#### **Document Serial Numbers**

Controls whether the export action will export document serial range data for the selected site ID.

## **Build Expenditures**

Controls whether the export action will export expenditure data. When you select this option, FASTDATA locates any unexported expenditures for each of your sites and creates a file for each. This option is unavailable if no matched expenditures exist. When you select the **Build Expenditures** option, you cannot select any other option. Selecting this option will open the Export Site Expenditures window after you select the **Export** button.

### **Rebuild Expenditures**

Controls whether the application will rebuild an expenditure batch file. This option is unavailable if prior cycle matched expenditures (from build expenditure data) exist. When you select the **Rebuild Expenditures** option, you cannot select any other options unless the selected site is a Windows site. Selecting this option will open the Export Batch Selection window after you select the **Export** button.

#### Site Install

Controls whether the export action will export site installation data, including the site ID and description, site user IDs, and site's menu contents.. When you select this option, you cannot select any other option.

#### **Reset Diskette Security**

Controls whether the export action will export reset interface diskette security data. This option is for use when a site tries to import data from the FA and receives a security error message. Selecting this option resets the security ID for the site. After the site resets its security ID, access to import data from the FA is reset.

### Site Menu Update

Controls whether the export action will export data on documents to which the site has access. This option is unavailable to travel sites. When you select this option, you cannot select any other option unless the selected site is a Windows site. Selecting this option will open the Export Document Types window after you select the **Export** button.

## **Change FY**

Opens the Change FY/QTR/RC window, allowing you to select a different active fiscal year if the site for which you wish to export data is in a different fiscal year.

#### **Export**

Initiates the export action.

#### Close

Closes the Export Site window.

### Help

Accesses the Export Site window help topic.

# Export Site Window Options

## Export site data

## ■ Steps for Exporting Site Data

When exporting expenditures, the active fiscal year must be the current fiscal year. The export option(s) you can select depends on the version of the FASTDATA Windows software you're using. Prior to FASTDATA Version 00-2 for Windows, if you select the **Build Expenditures**, **Rebuild Expenditures**, **Site Install**, or **Site Menu Update** export option for a site, you cannot select any other export option. Beginning with version 00-2, you can select any combination of export option except the **Build Expenditures** option, which remains a stand-alone option.

The name of the export file(s) will differ as well, depending on the FASTDATA version you're running. If you are exporting data for a FASTDATA non-travel site and you and your site(s) are using FASTDATA Version 00-2 or later for the Windows® operating system, the application will generate a single file with an **MPX** extension.

The **Site Menu Update**, **Site Password**, **Reset Diskette Security**, and **Site Install** options are not available for travel sites. A travel site is any FASTDATA site that uses at least one of the following applications to process travel-related accounting transactions: Order Writer, Automated Travel Order System (ATOS*Plus*), Reserve Integrated Travel System (RITS), or Clipper 1.4a.

Travel sites have three combinations available for export options:

- the RC's, OPTAR's, Authorizations, and JON's option, the Site Data option, and the Document Serial Numbers option, or
- the **Build Expenditures** option, or
- the Rebuild Expenditures option.

When you select the **Build Expenditures** option, the Export Site Expenditures window will open, allowing you to designate the destination location of the export file. When you select the **Site Install** or **Site Menu Update** options, the Export Document Types window will open, allowing you to select the desired document types for export. When you select the **Rebuild Expenditures** option, the Export Batch Selection window will open, allowing you to select the desired batch file for export.

1. Select **Site Data** from the **Export** submenu of the **Process** menu.

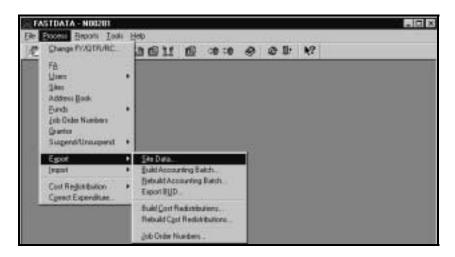


Figure 13.3
Opening the
Site Export
Window

The Site Export window will open.

2. On the **Site** drop-down list, select the site for which you wish to export data.

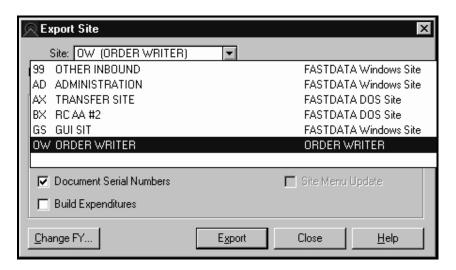


Figure 13.4 Selecting Export Site

Specify the location of the export file by entering the drive letter and path in the required **Location** field. You can also select the **Browse** button to open the Select Path window and locate the desired drive and path.

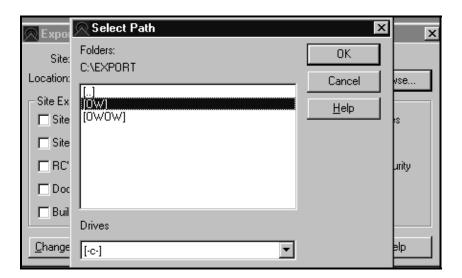


Figure 13.5 Select Path Window

- 4. If you wish to change drive letters, select the desired drive letter from the **Drives** drop-down list on the Select Path window.
- 5. Double-click on the desired folder in the list.

**NOTE** When you specify the location for the export, make sure you are not specifying a location where export files already exist. If one or more export files are in the specified location and your current export is for a different export option, these existing export files will not be overwritten when the new export occurs.

6. When the desired folder displays, select the **OK** button to close the Select Path window. The chosen path displays on the Export Site window **Location** field.



Figure 13.6 Selected Location

7. Check the desired **Site Export Options** check box(es). You must check at least one option.

If you checked **Build Expenditures** for your site export option, the Export Site Expenditures window will open automatically when you select the **Export** button on the Export Site window. A message will appear, informing you of the number of sites for which expenditures will be exported.



Figure 13.7 Export Site Message

After you select **OK** on the message, the Export Site Expenditures window will open. Enter the desired destination location for the export file in the **Location** field, then select **OK**.

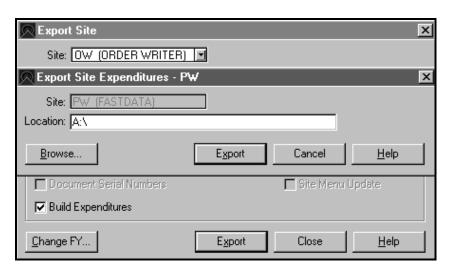


Figure 13.8
Export Site
Expenditures
Window

Several messages will display, indicating the export process is underway. After the site expenditure export, if there are additional sites with expenditures for the current FA, the Export Site Expenditures window will display the site ID for the next expenditure export. You can continue exporting expenditures site-by-site until you have exported all expenditures for each site.

If you cancel the export site expenditures process before all sites with expenditures have been exported, the expenditures for sites you did not export will remain current valid expenditures. The next time you export expenditures, these current valid expenditures will be included in the export process and any suspended expenditures for the sites for which you actually exported expenditures will become previous expenditures.

If you checked **Site Install** or **Site Menu Update** for your site export option, the Export Document Types window will open automatically when you select the **Export** button on the Export Site window.

Tip The System Assigned Memo Documents check box on the Export Document Type window controls whether the site users must manually enter document numbers when creating new FASTDATA memo documents or whether the Site application will generate new memo document numbers automatically from the FAgenerated serial ranges. If checked, the Site application will automatically generate the document number when the user creates a new memo document of the applicable types.

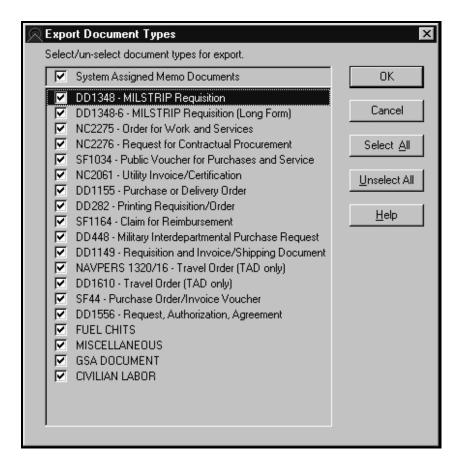


Figure 13.9
Export
Document
Types Window

All **Document Type** check boxes are checked by default. Uncheck each **Document Type** check box you wish to exclude from the export. To select all listed document types, select the **Select All** button. To uncheck all document type check boxes, select the **Unselect All** button. Select the **OK** button to close the window when you have selected the desired document types.

If you check the Site Export window **Rebuild Expenditures** export option, the Export Batch Selection window will open automatically when you select the **Export** button. Use this window to specify the batch file you wish to rebuild for the export.

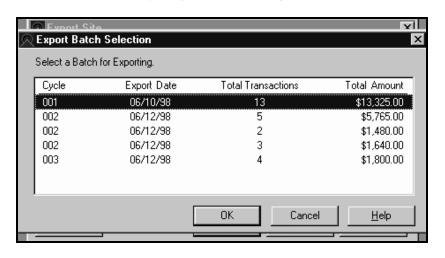


Figure 13.10 Export Batch Selection Window

Select the desired batch file from the list and then select the **OK** button to close the Export Batch Selection window.

- 8. If the site for which you wish to export data is in a fiscal year other than the currently selected fiscal year, select the **Change FY** button to select the desired fiscal year.
- 9. Select the **Export** button to export the file.

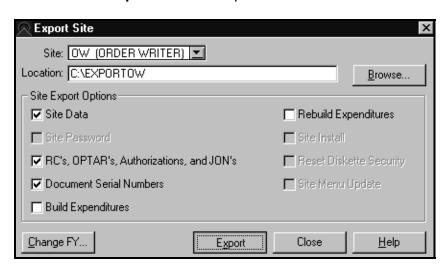


Figure 13.11
Exporting
Selected Site
Data

FASTDATA will inform you if files already exist in the selected export location, and ask you if you want to overwrite them. Select the **Yes** button if you're sure you wish to do so.

FASTDATA will inform you of the status of the export and when the export is completed. Select the **OK** button to acknowledge the message.

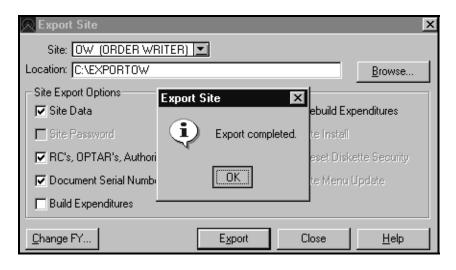


Figure 13.12
Export
Completed
Message

10. Select the **Close** button to close the Export Site window.

## Build Accounting Batch Window Objects

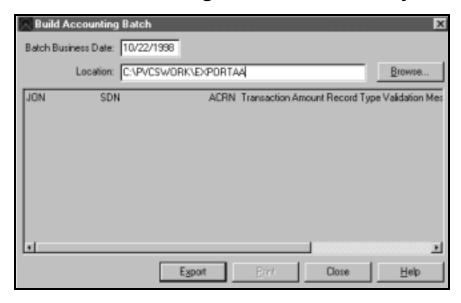


Figure 13.13
Build Accounting
Batch Window

#### **Batch Business Date**

The date that will be associated with the accounting transactions batch file. The default value is the current date.

#### Location

Identifies the drive letter and folder location of the batch file you build. The name of the batch file is **STA00**.

#### **Browse**

Opens the Select Path window, allowing you to locate the desired drive and folder for the export file.

#### **JON**

Lists the job order number for each transaction being exported.

## **SDN**

Identifies the Document Control Number associated with the listed transaction.

### **ACRN**

Identifies the Accounting Classification Reference Number for the listed transaction.

#### **Transaction Amount**

Indicates the amount of the listed transaction.

### **Record Type**

Indicates the nature of the listed accounting transaction.

Record Type Code	Transaction Type	<u>Indicates</u>
P	Receipt	Partial
Q	Receipt	Final
С	Expenditure	Partial
F	Expenditure	Final
Т	Any	Monetary adjustment
U		Change to a contract number or
		DO/BPA
R		Replacement of the value for
		JON, Expense Element, Traveler
		Name, Government Indicator,
		Country Code, or Estimated
		Return Date
N	Any	New commitment, obligation, or
	-	receipt

## **Validation Message**

Provides further information about the listed transaction.

#### **Export**

Initiates the export action.

#### **Print**

Opens the Quick Print window, allowing you to print the Build Accounting Batch Report. The **Print** button becomes available for selection after you select the **Export** button.

#### Close

Closes the Build Accounting Batch window.

#### Help

Accesses the Build Accounting Batch window help topic.

# **Build Accounting Batch Window Options**

- Export accounting batch
- Print the Build Accounting Batch Report

## Steps for Exporting Accounting Batch

During the build accounting batch process, suspended transactions become previously suspended transactions. The last five previous valid transaction batch files will be saved in the FASTDATA database. When another build occurs, the fifth previous batch file is removed from the database. After you build a batch file, you

cannot build another batch file for the same FA on the Build Accounting Batch window unless there are new transactions to build.

 Select Build Accounting Batch from the Export submenu of the Process menu.



Figure 13.14
Opening the
Build
Accounting
Batch Window

The Build Accounting Batch window will open.

- 2. Verify or modify the **Batch Business Date**. The default value is the current date.
- Specify the location where the batch file will reside by entering the drive letter and folder in the required **Location** field. You can also select the **Browse** button to open the Select Path window and locate the desired folder.
- 4. Select the **Export** button to export the file. Exported accounting transactions data will display on the Build Accounting Batch window.
- 5. Select **OK** on the message informing you of the successful export.

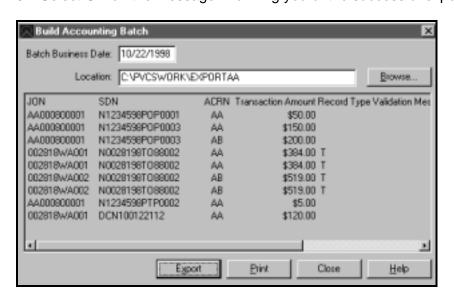


Figure 13.15
Exported
Accounting
Transactions

Select the Print button if you wish to print the Build Accounting Batch Report.

**NOTE** After you close the Build Accounting Batch window, you will not be able to print the list of exported accounting transactions from the Build Accounting Batch window unless you rebuild the accounting batch. If you wish, you can view and print the First Prior Batch Accounting Transactions Report by selecting the appropriate item on the **Process** menu **Reports** submenu. Refer to Chapter 12 for details.

For details on printing, refer to the next section: Steps for Printing the Build Accounting Batch Report.

7. Select the **Close** button to close the Build Accounting Batch window.

## Steps for Printing the Build Accounting Batch Report

1. Select the **Print** button on the Build Accounting Batch window. The Quick Print - Build Accounting Batch window will open. The Quick Print window allows you to preview the Build Accounting Batch Report prior to actually printing it, save the contents of the report as a file, and print the report.

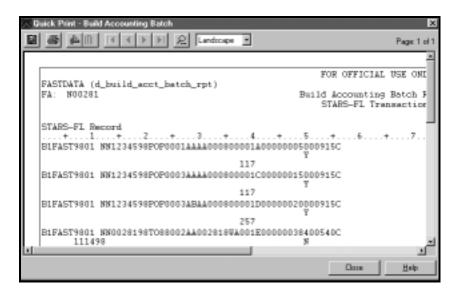


Figure 13.16
Quick Print Build
Accounting
Batch Window

2. Use the scrollbars and toolbar buttons to modify the view of the report.

Use the scrollbars to move through the report horizontally and vertically. Use the **VCR** buttons to access the first, previous, next, and last pages of the report. Use the **Zoom** picture button to increase or decrease the magnification percentage of the displayed report to make it easier to read, or to reduce the display so that you can view an entire page. If you wish to see vertical and horizontal rulers on the report window, select the **Rulers** picture button.

- 3. Select the **Save As** picture button if you wish to save the report data in a file.
- 4. Select the desired page orientation, Landscape or Portrait.
- 5. Select the **Margin Offset** picture button if you wish to increase the left or top margin to allow for the punching of holes on the printed report. For portrait

- orientation, enabling this check box will increase the left margin; for landscape, the top margin will increase.
- 6. Select the **Print** picture button if you wish to print the displayed report.
- 7. Select the Close button to close the Quick Print window.

## Rebuild Accounting Batch Window Objects

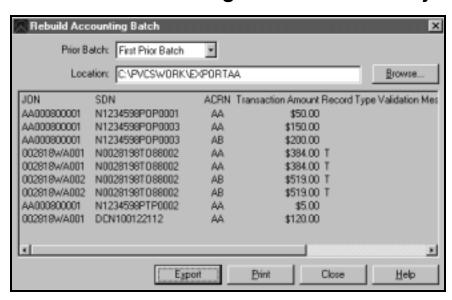


Figure 13.17
Rebuild Accounting
Batch Window

#### **Prior Batch**

Select the prior batch you wish to rebuild from the drop-down list. The last five valid accounting transaction batch files for the current FA are available for selection. Valid values include **First Prior Batch**, **Second Prior Batch**, **Third Prior Batch**, **Fourth Prior Batch**, and **Fifth Prior Batch**.

#### Location

Identifies the drive letter and folder location of the batch file you rebuild. The name of the batch file is **STA00**.

### **Browse**

Opens the Select Path window, allowing you to locate the desired drive and folder for the export file.

## **JON**

Identifies the job order number associated with the listed transaction.

#### **SDN**

Identifies the Document Control Number associated with the listed transaction.

### **ACRN**

Identifies the Accounting Classification Reference Number for the listed transaction.

#### **Transaction Amount**

Indicates the amount for each listed transaction.

### **Record Type**

Indicates the nature of the listed accounting transaction.

Record Type Code	Transaction Type	<u>Indicates</u>
P	Receipt	Partial
Q	Receipt	Final
С	Expenditure	Partial
F	Expenditure	Final
Т	Any	Monetary adjustment
U	·	Change to a contract number or DO/BPA
R		Replacement of the value for JON, Expense Element, Traveler Name, Government Indicator, Country Code, or Estimated Return Date

## **Validation Message**

Provides further information about the listed transaction.

#### **Export**

Initiates the export action.

#### **Print**

Opens the Quick Print window, allowing you to print the Rebuild Accounting Batch Report. The **Print** button becomes available for selection after you select the **Export** button.

#### Close

Closes the Rebuild Accounting Batch window.

## Help

Accesses the Rebuild Accounting Batch window help topic.

# Rebuild Accounting Batch Window Options

- Export rebuilt accounting batch
- Print the Rebuild Accounting Batch Report

## Steps for Exporting Rebuild Accounting Batch

 Select Rebuild Accounting Batch from the Export submenu of the Process menu.

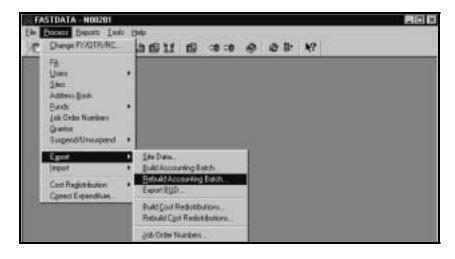


Figure 13.18
Opening the
Rebuild
Accounting
Batch Window

The Rebuild Accounting Batch window will open.

Select the batch you wish to rebuild from the **Prior Batch** drop-down list. The Rebuild Accounting Batch window allows you to rebuild one of the last five prior accounting batch files for the current FA.

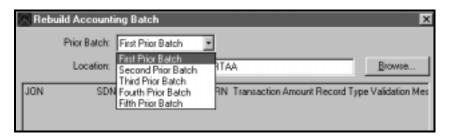


Figure 13.19 Selecting Batch to Rebuild

- Specify the location where the batch file will reside by entering the drive letter and folder in the required **Location** field. You can also select the **Browse** button to open the Select Path window and locate the desired file.
- 4. Select the **Export** button to export the file. Rebuilt exported accounting transactions data will display on the Rebuild Accounting Batch window.
- 5. Select **OK** on the message informing you of the successful export.

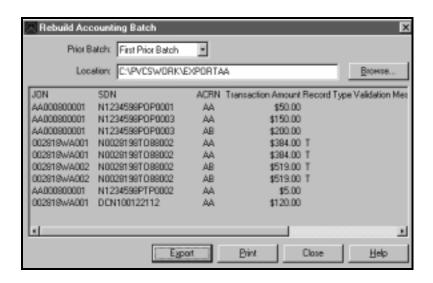


Figure 13.20
Rebuilt
Exported
Accounting
Transactions

6. Select the **Print** button if you wish to print the Rebuild Accounting Batch Report. You will not be able to print the report after you close the Rebuild Accounting Batch window.

For details on printing, refer to the next section: Steps for Printing the Rebuilt Accounting Batch Report.

7. Select the **Close** button to close the Rebuild Accounting Batch window.

## Steps for Printing the Rebuilt Accounting Batch Report

Select the **Print** button on the Rebuild Accounting Batch window. The Quick Print

 Rebuild Accounting Batch window will open. The Quick Print window allows you
 to preview the Rebuild Accounting Batch Report prior to actually printing it, save
 the contents of the report as a file, and print the report.

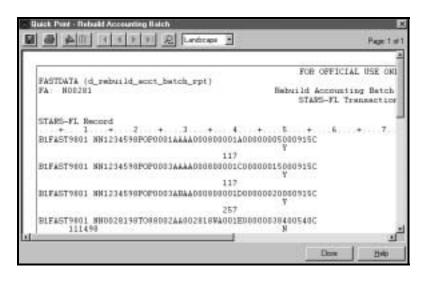


Figure 13.21
Quick Print Rebuild
Accounting
Batch Window

2. Use the scrollbars and toolbar buttons to modify the view of the report.

Use the scrollbars to move through the report horizontally and vertically. Use the **VCR** buttons to access the first, previous, next, and last pages of the report. Use the **Zoom** picture button to increase or decrease the magnification percentage of the displayed report to make it easier to read, or to reduce the display so that you can view an entire page. If you wish to see vertical and horizontal rulers on the report window, select the **Rulers** picture button.

- 3. Select the **Save As** picture button if you wish to save the report data in a file.
- 4. Select the desired page orientation, Landscape or Portrait.
- 5. Select the **Margin Offset** picture button if you wish to increase the left or top margin to allow for the punching of holes on the printed report. For portrait orientation, enabling this check box will increase the left margin; for landscape, the top margin will increase.
- 6. Select the **Print** picture button if you wish to print the displayed report.
- 7. Select the **Close** button to close the Quick Print window.

## Export BUD Window Objects

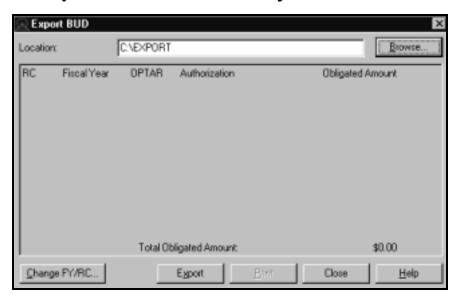


Figure 13.22 Export BUD Window

#### Location

Identifies the drive and directory where the export file will be stored. When exporting BUD data, you must specify the **Location**. The name of the export file you will create when you export BUD is **FDDBDAU.DBF**.

#### **Browse**

Opens the Select Path window, allowing you to locate the desired drive and folder for the export file.

#### RC.

Identifies the RC IDs for the listed record contained in the export file.

#### **Fiscal Year**

Identifies the fiscal year of the listed RC.

#### **OPTAR**

Lists the OPTAR IDs for the listed record contained in the export file.

#### **Authorization**

Lists the authorization IDs for the listed record contained in the export file.

## **Obligated Amount**

The obligated amount for the listed record contained in the export file.

## **Total Obligated Amount**

The sum of the obligated amounts for all records contained in the export file.

### Change FY/RC

Opens the Change FY/QTR/RC window so you can select a different fiscal year or RC in which to export BUD.

#### **Export**

Initiates the export action.

#### Print

Opens the Quick Print - Export BUD window, allowing you to view and print the Export BUD Report. The **Print** button becomes available for selection after you select the **Export** button.

#### Close

Closes the Export BUD window.

#### Help

Accesses the Export BUD window help topic.

# **Export BUD Window Options**

- Export BUD data
- Print the Export BUD Report

## Steps for Exporting BUD Data

1. Select **Export BUD** from the **Export** submenu of the **Process** menu.

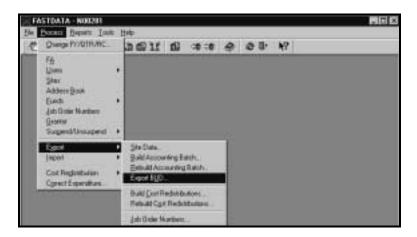


Figure 13.23
Opening the
Export BUD
Window

The Export BUD window will open.

- 2. Specify the location of the export file by entering the drive letter and path in the required **Location** field. You can also select the **Browse** button to open the Select Path window and locate the desired folder.
- Select the Export button. Exported BUD data will display on the Export BUD window.

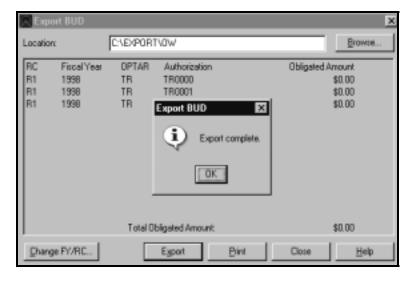


Figure 13.24 Exported BUD Data

- 4. Select **OK** on the message informing you of the successful export.
- 5. Select the **Print** button if you wish to print the Export BUD Report. You will not be able to print the report after you close the Export BUD window.

For details on printing, refer to the next section: Steps for Printing the Export BUD Report.

6. Select **Close** to close the Export BUD window.

## Steps for Printing the Export BUD Report

Select the **Print** button on the Export BUD window. The Quick Print - Export BUD window will open. The Quick Print window allows you to preview the Export BUD Report prior to actually printing it, save the contents of the report as a file, and print the report.



Figure 13.25
Quick Print Export BUD
Window

2. Use the scrollbars and toolbar buttons to modify the view of the report.

Use the scrollbars to move through the report horizontally and vertically. Use the **VCR** buttons to access the first, previous, next, and last pages of the report. Use the **Zoom** picture button to increase or decrease the magnification percentage of the displayed report to make it easier to read, or to reduce the display so that you can view an entire page. If you wish to see vertical and horizontal rulers on the report window, select the **Rulers** picture button.

- 3. Select the **Save As** picture button if you wish to save the report data in a file.
- 4. Select the desired page orientation, Landscape or Portrait.
- 5. Select the **Margin Offset** picture button if you wish to increase the left or top margin to allow for the punching of holes on the printed report. For portrait orientation, enabling this check box will increase the left margin; for landscape, the top margin will increase.
- 6. Select the **Print** picture button if you wish to print the displayed report.
- 7. Select the **Close** button to close the Quick Print window.

## Build Cost Redistributions Window Objects

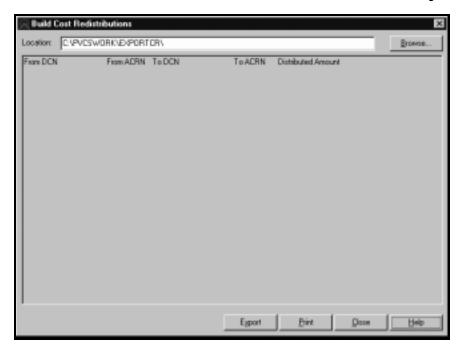


Figure 13.26
Build Cost
Redistributions
Window

#### Location

Identifies the drive letter and folder location of the cost redistribution batch file you build. The name of the batch file is **CST00**.

### **Browse**

Opens the Select Path window, allowing you to locate the desired drive and folder for the export file.

#### From DCN

Indicates the originating document number that the cost is to be redistributed from.

#### From ACRN

Indicates the originating ACRN that the cost is associated with.

## To DCN

Indicates the document number that the cost is to be redistributed to.

## To ACRN

Indicates the ACRN that the cost is redistributed to.

#### **Distributed Amount**

Indicates the distributed amount.

#### **Export**

Initiates the build process.

#### **Print**

Opens the Quick Print window, allowing you to print the Cost Redistribution Export Report.

#### Close

Closes the Build Cost Redistributions window.

#### Help

Accesses the Build Cost Redistributions window help topic.

# **Build Cost Redistributions Window Options**

- Export cost redistributions
- Print the Cost Redistribution Export Report

## Steps for Exporting Cost Redistributions

The export cost redistributions process creates a file of redistributed costs for export to STARS-FL. After you specify a location for the file and select the **Export** button, FASTDATA will create a **CST00** file you can export.

You cannot export cost redistributions unless the redistributions you wish to export are checked for release or you indicted that you're finished with applicable redistributions. Unless these conditions are met, FASTDATA will inform you that no cost redistributions are available for export.

 Select Build Cost Redistributions from the Export submenu of the Process menu.



Figure 13.27
Opening the
Build Cost
Redistributions
Window

The Build Cost Redistributions window will open.

- 2. Specify the location where the batch file will reside by entering the drive letter and folder in the required **Location** field. You can also select the **Browse** button to open the Select Path window and locate the desired folder.
- 3. Select the **Export** button to export the file.

If applicable, FASTDATA will inform you that an export file already exists at the specified location. Select **Yes** to overwrite the file or select **No** to abort the process. If you continue the process, exported cost redistributions data will display on the Build Cost Redistributions window.

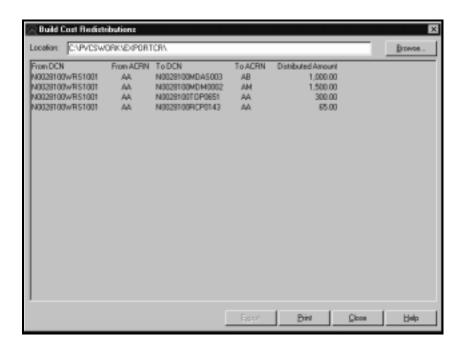


Figure 13.28
Exported Cost
Redistributions

4. Select the **Print** button if you wish to print the Cost Redistribution Export Report.

**NOTE** After you close the Build Cost Redistributions window, you will not be able to print the list of exported cost redistributions from the Build Cost Redistributions window unless you rebuild the cost redistributions.

For details on printing, refer to the next section: Steps for Printing the Cost Redistribution Export Report.

5. Select the **Close** button to close the Build Cost Redistributions window.

## ■ Steps for Printing the Cost Redistribution Export Report

Select the **Print** button on the Build Cost Redistributions window. The Quick Print

 Build Cost Redistributions window will open. The Quick Print window allows you
 to preview the Cost Redistribution Export Report prior to actually printing it, save
 the contents of the report as a file, and print the report.

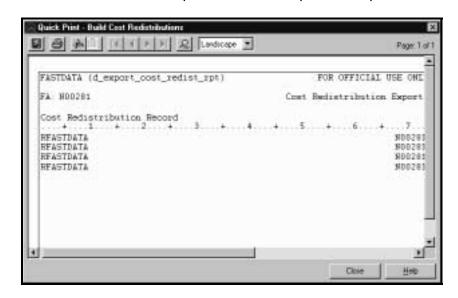


Figure 13.29
Quick Print Build Cost
Redistributions
Window

2. Use the scrollbars and toolbar buttons to modify the view of the report.

Use the scrollbars to move through the report horizontally and vertically. Use the **VCR** buttons to access the first, previous, next, and last pages of the report. Use the **Zoom** picture button to increase or decrease the magnification percentage of the displayed report to make it easier to read, or to reduce the display so that you can view an entire page. If you wish to see vertical and horizontal rulers on the report window, select the **Rulers** picture button.

- 3. Select the **Save As** picture button if you wish to save the report data in a file.
- 4. Select the desired page orientation, Landscape or Portrait.
- 5. Select the **Margin Offset** picture button if you wish to increase the left or top margin to allow for the punching of holes on the printed report. For portrait orientation, enabling this check box will increase the left margin; for landscape, the top margin will increase.
- 6. Select the **Print** picture button if you wish to print the displayed report.
- 7. Select the **Close** button to close the Quick Print window.

## Rebuild Cost Redistributions Window Objects

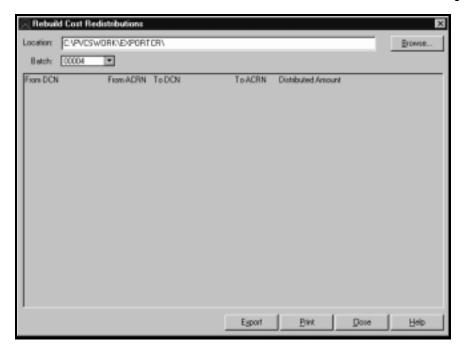


Figure 13.30 Rebuild Cost Redistributions Window

## Location

Identifies the drive letter and folder location of the cost redistribution batch file you will rebuild. The name of the batch file is **CST00**.

#### **Browse**

Opens the Select Path window, allowing you to locate the desired drive and folder for the export file.

### **Batch**

Select the batch you wish to rebuild from the drop-down list.

#### From DCN

Indicates the originating document number that the cost is to be redistributed from.

#### From ACRN

Indicates the originating ACRN that the cost is associated with.

## To DCN

Indicates the document number that the cost is to be redistributed to.

#### To ACRN

Indicates the ACRN that the cost is redistributed to.

#### **Distributed Amount**

Indicates the distributed amount.

### **Export**

Initiates the rebuild process.

#### **Print**

Opens the Quick Print window, allowing you to print the Cost Redistribution Export Report.

### Close

Closes the Rebuild Cost Redistributions window.

#### Help

Accesses the Rebuild Cost Redistributions window help topic.

# Rebuild Cost Redistributions Window Options

- Export rebuilt cost redistributions
- Print the Cost Redistribution Export Report

## ■ Steps for Exporting Rebuilt Cost Redistributions

 Select Rebuild Cost Redistributions from the Export submenu of the Process menu.



Figure 13.31
Opening the
Rebuild Cost
Redistributions
Window

The Rebuild Cost Redistributions window will open.

2. Select the batch you wish to rebuild from the **Batch** drop-down list.

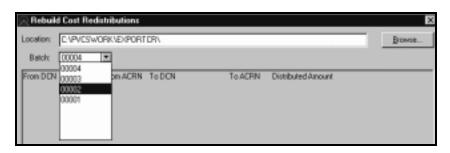


Figure 13.32 Selecting Batch to Rebuild

- 3. Specify the location where the batch file will reside by entering the drive letter and folder in the required **Location** field. You can also select the **Browse** button to open the Select Path window and locate the desired file.
- 4. Select the **Export** button to export the file.

If applicable, FASTDATA will inform you that an export file already exists at the specified location. Select Yes to overwrite the file or select No to abort the process. If you continue the process, rebuilt exported cost redistributions data will display on the Rebuild Cost Redistributions window.

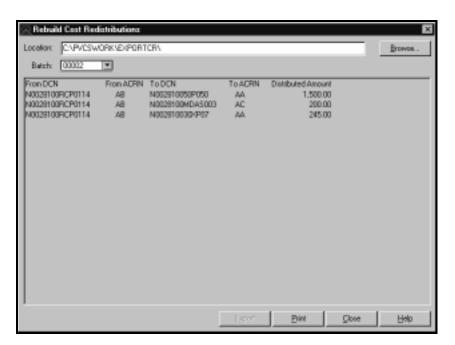


Figure 13.33
Rebuilt Cost
Redistributions
Data

5. Select the **Print** button if you wish to print the Cost Redistribution Export Report that was rebuilt. You will not be able to print the report after you close the Rebuild Cost Redistributions window.

For details on printing, refer to the next section: Steps for Printing the Rebuilt Cost Redistribution Export Report.

6. Select the Close button to close the Rebuild Cost Redistributions window.

## Steps for Printing the Rebuilt Cost Redistribution Export Report

 Select the **Print** button on the Rebuild Cost Redistributions window. The Quick Print - Rebuild Cost Redistributions window will open. The Quick Print window allows you to preview the Cost Redistribution Export Report that you just rebuilt prior to actually printing it, save the contents of the report as a file, and print the report.

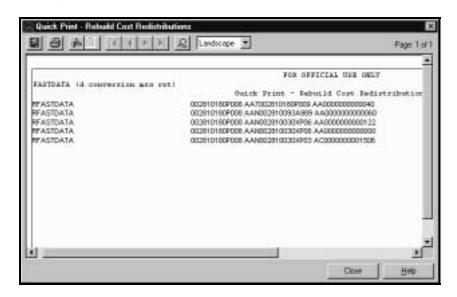


Figure 13.34
Quick Print Rebuild Cost
Redistributions
Window

2. Use the scrollbars and toolbar buttons to modify the view of the report.

Use the scrollbars to move through the report horizontally and vertically. Use the **VCR** buttons to access the first, previous, next, and last pages of the report. Use the **Zoom** picture button to increase or decrease the magnification percentage of the displayed report to make it easier to read, or to reduce the display so that you can view an entire page. If you wish to see vertical and horizontal rulers on the report window, select the **Rulers** picture button.

- 3. Select the **Save As** picture button if you wish to save the report data in a file.
- 4. Select the desired page orientation, Landscape or Portrait.
- Select the Margin Offset picture button if you wish to increase the left or top margin to allow for the punching of holes on the printed report. For portrait orientation, enabling this check box will increase the left margin; for landscape, the top margin will increase.
- 6. Select the **Print** picture button if you wish to print the displayed report.
- 7. Select the **Close** button to close the Quick Print window.

## Export JON to STARS-FL Window Objects



Figure 13.35
Export JON to
STARS-FL Window

#### Location

Identifies the drive letter and folder location of the JON export file you build. The name of the file is **AJ10**.

## **Browse**

Opens the Select Path window, allowing you to locate the desired drive and folder for the export file.

### JON

Displays the job order number being exported.

#### **JON Description**

Briefly describes the JON.

## **Appropriation Type**

Identifies the type of the appropriation, based on the RC's system code value.

#### **Status**

Displays the JON's status. JONs with a status of **New (Incomplete)** or **Acknowledged** are not included in an export to STARS-FL. After the export, JONs with a status of **New (Complete)** will update to **New (Unacknowledged)** and JONs with a **Modified (Complete)** status will update to **Modified (Unacknowledged)**.

### **Export**

Initiates the export process.

#### **Print**

Opens the Quick Print window, allowing you to print the Job Order Export to STARS-FL Report. The **Print** button becomes available for selection after you select the **Export** button.

#### Close

Closes the Export JON to STARS-FL window.

### Help

Accesses the Export JON to STARS-FL help topic.

# Export JON to STARS-FL Window Options

- Export JONs to STARS-FL
- Print the Job Order Export to STARS-FL Report

## ■ Steps for Exporting JONs to STARS-FL

To begin the export process, you must first select the RCs associated with the JONs that you wish to export to STARS-FL. Once you begin the export process, FASTDATA will create an **AJ10** file for export. JONs that have a **New (Incomplete)** or **Acknowledged** status will not be included in the export.

1. Select **Job Order Numbers** from the **Export** submenu of the **Process** menu.

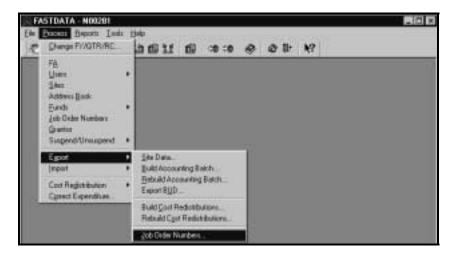


Figure 13.36
Beginning the
Export JONs to
STARS-FL
Process

The Select RC window will open.

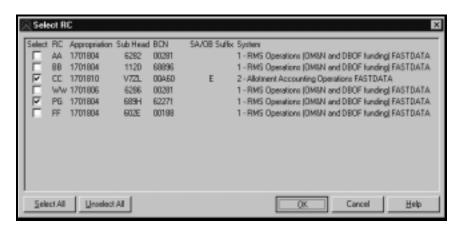


Figure 13.37 Select RC Window

2. Check each desired **RC** check box that the JONs you wish to export to STARS-FL are associated with.

You can use the **Select All** button to check all listed RCs or use the **Unselect All** button to unselect all checked RCs.

- 3. Select **OK** to save your selections. The Export JON to STARS-FL window will open.
- 4. Specify the location where the file will reside by entering the drive letter and folder in the required **Location** field. You can also select the **Browse** button to open the Select Path window and locate the desired path.
- 5. Select the **Export** button to export the file.

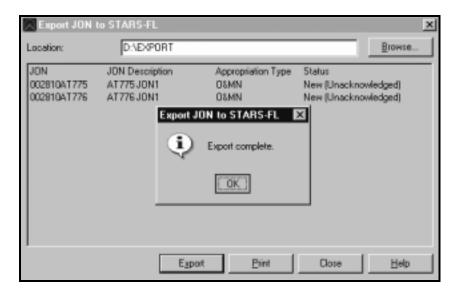


Figure 13.38
Exporting
JONs to
STARS-FL

- 6. Select **OK** on the message informing you of the successful export. The **Export** button will become unavailable for selection.
- 7. Select the **Print** button if you wish to print the Export JON to STARS-FL Report. You will not be able to print the report after you close the Export JON to STARS-FL window.

For details on printing, refer to the next section: Steps for Printing the Job Order Export to STARS-FL Report.

8. Select the **Close** button to close the Export JON to STARS-FL window.

## Steps for Printing the Job Order Export to STARS-FL Report

Select the **Print** button on the Export JON to STARS-FL window. The Quick Print

 Export JON to STARS-FL window will open. The Quick Print window allows you
 to preview the Job Order Export to STARS-FL Report that you just exported prior
 to actually printing it, save the contents of the report as a file, and print the report.



Figure 13.39
Quick Print –
Export JON to
STARS-FL
Window

2. Use the scrollbars and toolbar buttons to modify the view of the report.

Use the scrollbars to move through the report horizontally and vertically. Use the **VCR** buttons to access the first, previous, next, and last pages of the report. Use the **Zoom** picture button to increase or decrease the magnification percentage of the displayed report to make it easier to read, or to reduce the display so that you can view an entire page. If you wish to see vertical and horizontal rulers on the report window, select the **Rulers** picture button.

- 3. Select the **Save As** picture button if you wish to save the report data in a file.
- 4. Select the desired page orientation, Landscape or Portrait.
- 5. Select the **Margin Offset** picture button if you wish to increase the left or top margin to allow for the punching of holes on the printed report. For portrait orientation, enabling this check box will increase the left margin; for landscape, the top margin will increase.
- 6. Select the **Print** picture button if you wish to print the displayed report.
- 7. Select the Close button to close the Quick Print window.